

R U L E	A	B		C	D	E
	If the requester is	and material requested is			then furnish in writing the	and send the request to
		unclassified	classified			
1	news media	x	--			SAF/PA, Wash DC 20332-6468 for regional, national or international release; servicing PA for local release.
2	general public (including entertainment, documentary, advertisers, industrial media producers, editors, and writers)	x	--		story outline or ad copy; intended use of the material; type of material needed (print, neg, interneg, etc.); required number of prints, slides, etc.	SAF/PA, Wash DC 20332-6468
3	other DOD or Federal Government agency	x	--		intended use of material; type of material needed (print, neg, interneg, etc.); required number of prints, slides, etc.; a full justification for access to classified material (if applicable)	DOD Still Media Records Center ATTN: Code SSRC Anacostia Naval Station Wash DC 20374-1681
4	Air Force activity	x	--			1361 AVS/DOSC, Andrews AFB DC 20331-5997
5	Federal Government contractor (to meet VI requirements specified in federal contract)	x	--			USAF plant representative
6	Federal Government contractor (to provide material for public release)	x	--			USAF plant representative
7	Air Force contractor (to meet VI requirements specified in a USAF contract)	--	x			USAF plant representative
8	USAF plant representative (to provide material to an Air Force contractor that is specified in a USAF contract)	--	x			AFLC/PMK 1361 AVS/DOSC, Andrews AFB, DC 20331-5997 IN TURN
9	USAF plant representative (to provide material to a Federal Government contractor that is specified in a federal contract)	x	--			1361 AVS/DOSC, Andrews AFB, DC 20331-5997
10	USAF plant representative (to provide material to Federal Government contractor for release to public)	x	--			SAF/PA 1361 AVS/DOSC, Andrews AFB, DC 20331-5997 IN TURN
11	non-Federal Government agency (state, country, territorial, municipal)	x	--		intended use of the material; type of material needed (neg, print, interneg, etc.); required number of prints, slides, etc.; certification that requested material cannot be procured reasonably and expeditiously through ordinary business channels; full justification for access to classified material	SAF/PA, Wash DC 20332-6468
12	members of Congress	x	x			SAF/LL, Wash DC 20332-6468
13	foreign governments, international organizations or their representatives	x	x		intended use of the material; type of material needed (print, neg, interneg, etc.); required number of prints, slides, etc.; a full justification for access to classified material (if applicable)	HQ USAF/CVAII or MAJCOM (if delegated authority)
14	foreign nationals or foreign industries other than representatives of foreign governments or international organizations	x	--			ICA office serving the foreign country (see note), 1361 AVS/DOSC, Andrews AFB DC 20331-5997, IN TURN
15	same as 14	--	x			HQ USAF/CVAII or MAJCOM (if delegated authority)
16	Air Force activity	--	x			MAJCOM Functional OPR in conjunction with MAJCOM VI Manager, 1361 AVS/DOSC, IN TURN
17	non-Air Force activity	--	x		intended use of the material; type of material needed (neg, print, interneg, etc.); a full justification for access to classified material; a statement describing the measures taken to protect the material against unauthorized disclosure (must be at least equal to those in DOD 5200.1-R/AFR205-1)	HQ USAF/SCV, Wash DC 20330-5190

Note: Requests originating within the United States may be sent to SAF/PA, Wash DC 20332-6468 for coordination with HQ USAF/CVAII and PA clearance.

PART 811a—VISUAL INFORMATION DOCUMENTATION (VIDOC) PROGRAM

Sec.

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Department of the Air Force, DoD

§811a.3

§811a.1 Purpose.

This part establishes policy for the management of the Air Force visual information documentation (VIDOC) program. It implements Department of Defense (DOD) Directive 5040.2 and describes how the program is accomplished. It applies to all Air Force personnel including United States Air Force Reserve and Air National Guard units and members. The term major command (MAJCOM), when used in this part includes separate operating agencies and direct reporting units. The Air Force VIDOC program:

(a) Records, through visual information (VI) means (still photographs, motion pictures, video, audio tape, and so forth), imagery of significant Air Force events that document the employment, growth, progress, and exercise of Air Force resources during peacetime and in combat.

(b) Collects and preserves visual imagery of significant Air Force events with known or potential historical or archival value.

(c) Ensures imagery which depicts the prime mission, support activities, and significant events of key Air Force organizations is available. VIDOC imagery or products are used for many purposes, at all levels, in the Air Force. Examples are:

(1) *Immediate use.* Documentation used to help analyze and evaluate concepts and results of deployments, contingencies, tests, exercises, and so forth, during peacetime and in combat to support Air Force, DOD, and national objectives. VIDOC provides source material for slides, motion picture clips, video tapes, multimedia products, and so forth; used for training, management, information, and briefing purposes. In wartime, products are used to support theater commanders psychological operations objectives, operational briefings, status reports, public affairs requirements, collateral intelligence, and the historical record.

(2) *Future use.* VIDOC materials with long-term or permanent value are retained in DOD central record centers, the National Air and Space Museum, and the National Archives. These make

up the pictorial records of development, growth, and progress of air power and provide a continued resource for VI productions and other media presentations.

§811a.2 Material sources for the VIDOC program.

(a) The primary sources of VI documentation materials are:

(1) Aerospace Audiovisual Service (AAVS) documentation crews, both ground and aerial, whose primary mission is to acquire Air Force imagery in peacetime and in combat.

(2) Base VI support centers (VISC).

(3) Optical instrumentation and engineering imagery of Air Force research, development, test, and evaluation (RDT&E) projects, including that material originated by defense and aerospace contractors.

(4) Armament delivery recording (ADR) imagery.

(b) Although the imagery may not originate from a documentation requirement, when properly processed, indexed, and stored, it serves as a valuable source of VI documentation.

§811a.3 Disposition of VI documentation materials.

(a) VI materials generated or acquired by Air Force members, employees, or contractors in conducting official duties are the property of the United States Air Force. Personal use of VI material for sale or any other reason not directly related to an official Air Force activity is prohibited. Any deviation from this policy must be approved by HQ USAF/SCV. This policy also applies when Air Force members or employees, by choice or agreement, occasionally use personally owned equipment or supplies in conducting official duties.

(b) Photographs, motion picture films, transparencies, video tapes, audio recordings, and other VI products are subject to safeguards and release requirements when released outside the Department of Defense (see part 806 and part 837 of this chapter).